

SOP: Restocking Cleaning Supplies and Sanitizers

This SOP details the procedures for **restocking cleaning supplies and sanitizers**, including inventory monitoring, ordering processes, proper storage guidelines, timely replenishment schedules, quality checks, and compliance with health and safety standards. The goal is to maintain adequate stock levels to ensure a clean and sanitary environment in all operational areas.

1. Scope

This SOP applies to all employees responsible for the management and replenishment of cleaning supplies and sanitizers in [Facility/Department Name].

2. Responsibilities

- **Facility Manager:** Oversees inventory control and ordering.
- **Custodial Staff:** Monitor usage and report low stock levels promptly.
- **Receiving Personnel:** Inspect deliveries and ensure correct items are received.

3. Procedure

3.1 Inventory Monitoring

- Check inventory levels daily/weekly using the designated checklist or inventory management system.
- Document all stock received and dispensed.

3.2 Ordering Process

- Place orders when supply falls below the minimum stock threshold (as defined in the inventory policy).
- Submit purchase requests to the approved supplier(s).
- Track order status and expected delivery dates.

3.3 Receiving and Inspection

- Verify received items against the order list and inspect for damage or defects.
- Report discrepancies to the supplier/manager immediately.

3.4 Storage Guidelines

- Store all cleaning supplies and sanitizers in a designated, secure, and well-ventilated area.
- Follow manufacturer's instructions for temperature and safety.
- Separate chemicals according to compatibility and hazard ratings.
- Ensure supplies are clearly labeled and accessible.

3.5 Replenishment Schedule

- Replenish cleaning supplies and sanitizers in each area at the end of each shift/day as per the facility's usage patterns.
- Log each restocking event in the inventory system.

3.6 Quality Checks

- Confirm expiry dates and integrity of packaging prior to storage and distribution.
- Dispose of expired or damaged supplies according to hazardous waste protocols.

3.7 Health & Safety Compliance

- Ensure all procedures comply with local, state, and federal health and safety regulations.
- Provide appropriate Personal Protective Equipment (PPE) during handling.
- Conduct regular training for staff on safe handling and storage.

4. Documentation and Records

- Maintain records of inventory levels, order forms, delivery receipts, and inspection logs for a minimum of [X] years.

- Make records available for audits or inspections upon request.

5. Review and Revision

- Review this SOP annually and update as necessary.
- Document all revisions with date and description of changes.